

**BY ORDER OF THE COMMANDER
354TH FIGHTER WING**

**354TH FIGHTER WING INSTRUCTION
13-213**



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Airfield

AIRFIELD DRIVING INSTRUCTION (ADI)

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This instruction provides guidance to Airfield Management, Unit Commanders, Airfield Driving Program Managers, Safety and Security Forces responsible for enforcement of Airfield Driving standards in support of the Eielson Air Force Base (EAFB) Airfield Driving program. It applies to all personnel operating a motor vehicle on Eielson's airfield, and pedestrians, to include the Air National Guard (ANG). This instruction also applies to non-assigned/attached personnel whose duties require them to operate a motor vehicle on the airfield. This instruction establishes guidance, procedures and responsibility for control of government-owned or leased vehicle operations on the EAFB airfield, and pedestrian control. This instruction augments Air Force Instruction (AFI) 13-213, *Airfield Driving*, Air Force Manual (AFMAN) 31-116, *Air Force Motor Vehicle Traffic Supervision*; Air Force Joint Manual (AFJMAN) 24-306, *Manual for the Wheeled Vehicle Driver*, Chapter 25; Air Force Occupational Safety and Health (AFOSH) Standard 91-100, *Aircraft Airfield – Ground Operations and Activities*, Chapter 6; and AFI 31-101, *The Air Force Installation Security Program (FOUO)*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This instruction is a complete rewrite and should be read in its entirety. It conforms to the standards outlined in AFI 13-213 Airfield Management, AFOSHSTD 91-100, Aircraft Flightline – Ground and Activities, 354 FWI 32-2003, Designated Tobacco Use Areas, and

354 FWI31-101, *Eielson Installation Security Plan*.

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Chapter 1

GENERAL RESPONSIBILITIES

1.1. General

1.1.1. The goal of the airfield driving program is to create a safe airfield environment. Safe operation of motor vehicles on the airfield is essential to normal aircraft operations and maintenance. Motor vehicles present a clear and definite danger, both to aircraft and ground personnel. Carelessness, haste, and disregard for established safety standards are the primary source of aircraft or vehicle collisions, incidents, and personnel injury with motor vehicles on the airfield.

1.1.2. Standards set by this instruction are designed to control airfield vehicle operations and will be used in conjunction with 354 FWI 11-250, *Local Flying Procedures*.

1.1.3. Unit commanders, Airfield Driving Program Managers (ADPM), Airfield Management (AM) and Security Forces (SF) personnel have the authority to revoke airfield driving privileges.

1.1.4. Personnel on the airfield are responsible for monitoring airfield vehicle safety, detecting unauthorized vehicles, and immediately reporting airfield driving violations to Airfield Management.

1.1.5. Airfield Management will investigate airfield driving violations and take appropriate action IAW this instruction and AFI 13-213, *Airfield Driving*. If necessary, Airfield Management will notify the Security Forces Control Center (SFCC) for assistance with detaining violators and/or issuing citations.

1.2. 354th Fighter Wing Commander (354 FW/CC)

1.2.1. Designates personnel and agencies to support the Airfield Driving Program.

1.2.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, Chapter 2 for additional information. Authority must not be delegated. ADPMs will coordinate with the Deputy Airfield Manager (DAFM) to finalize the reinstatement and provide a copy of 354 FW/CC approval letter for record.

1.2.3. Approves publication of the Airfield Driving Instruction (ADI).

1.2.4. May request an Air Force Safety Action Team (AFRSAT) through PACAF Airfield Operations Branch (A3AO) if there are recurring problems with runway incursions.

1.2.5. Reviews runway incursion incidents and corrective actions taken.

1.3. Operations Group Commander or equivalent

1.3.1. Reviews Controlled Movement Area Violations (CMAVs) and corrective actions taken.

1.3.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions within a six month period. **Note:** The RIPWG shall convene within 30 days after the second runway incursion.

1.3.2.1. The RIPWG will include OSS/CC, AOF/CC, Airfield Manager (AFM), Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or unit ADPMs, and other organizational leadership as determined locally. RIPWG shall take the following actions:

1.3.2.1.1. Analyze each runway incursion and corrective actions taken.

1.3.2.1.2. Evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed.

1.3.2.1.3. Develop strategies to prevent the reoccurrence of runway incursions. Examples include but are not limited to:

1.3.2.1.3.1. Increase or improve local training or testing materials.

1.3.2.1.3.2. Implement mandatory briefings to all airfield drivers, aircrew and ATC personnel, as applicable.

1.3.2.1.3.3. Limit runway crossings and/or limit crossings to certain taxiways/road intersections.

1.3.2.1.3.4. Increase penalty for CMAVs.

1.3.2.1.3.5. Alter the shape and/or increase the size of the Controlled Movement Area (CMA).

1.3.2.1.3.6. Determine if additional signage, markings, and lighting are needed in high-risk areas. Examples of additional signs, markings, and lighting include the following:

1.3.2.1.3.6.1. Installing —Stop, Do Not Enter, Contact Air Traffic Control Tower signs/markings at runway hold lines and roads leading to the runway.

1.3.2.1.3.6.2. Increasing visibility of runway hold position markings by increasing the width of the yellow stripes from six to 12 inches. **Note:** This option requires coordination with Civil Engineering Squadron (CES) and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

1.3.2.1.3.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings. (See FAA AC 150/5340-1, *Standards for Airport Markings*) **Note:** This option requires coordination with Civil Engineering Squadron (CES) and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

1.3.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with Civil Engineering Squadron (CES) and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

1.3.2.1.3.6.5. Installing runway guard lights (RGL), if applicable.

1.3.2.1.3.6.6. Installing runway status lights (normally associated with a Category II/Airport Surveillance Detection Equipment).

1.3.2.1.3.6.7. Procuring vehicle-tracking devices to include Global Position System, ground radar, or video surveillance. **Note:** Coordinate with MAJCOM OPR for AO prior to the procurement and/or use of new systems/technology.

1.3.2.1.3.6.8. Installing additional FM radio repeaters for Air Traffic Control and the base station/ramp net.

1.3.2.1.3.6.9. Installing Location Signs.

1.3.2.1.3.7. Coordinate with MAJCOM OPR for AO prior to implementing new procedures and /or purchasing airfield support systems such as signs, marking and lighting.

1.3.2.1.3.8. When required, ensure an airfield waiver is processed and approved.

1.3.2.2. When held, provide a summary of the RIPWG's analysis and recommendations during the next Airfield Operations Board (AOB).

1.3.2.3. Publish minutes of the RIPWG and provide an informational copy to the MAJCOM OPR for AO within 30 calendar days.

1.4. Unit Commander or equivalent

1.4.1. Appoints a primary and alternate unit ADPM in writing (*normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer*) to manage training and testing requirements of unit personnel who are required to operate a vehicle on the airfield. Forward a copy of the appointment letter to the Wing ADPM.

1.4.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian equivalent available. **Note:** The responsible Group Commander (or equivalent), is delegated authority to waive this requirement. Forward a copy of the waiver to the Wing ADPM.

1.4.1.2. Ensures a replacement unit ADPM is appointed in writing and trained by the Wing ADPM at least 30 days prior to releasing the current unit ADPM.

1.4.2. Certifies personnel are qualified to drive on the airfield. Authority may be delegated in writing to unit ADPMs.

1.4.2.1. Ensures unit personnel complete the required training and testing requirements outlined in this instruction and ADI prior to obtaining an AF IMT 483, *Certificate of Competency*, to operate a vehicle on the airfield.

1.4.3. Limits the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

1.4.4. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license, and/or base driving privileges. Notify the Wing

ADPM and unit ADPM of the individuals' suspension/revocation. **Note:** Process request for reinstatement of airfield driving authorization according to paragraph 1.2.2

1.4.5. Ensures unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations (e.g., consist of two or more units) should consider having more than one unit ADPM to provide effective program management and quality training, thus reducing the potential for airfield driving violations and runway incursions. Conversely, small organizations (e.g., normally a flight level or smaller) can combine and or consolidate their ADP with a unit.

1.4.6. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving test as outlined in this ADI. Trainers must have completed the AF Training Course. Forward a copy of the appointment letter to the Wing ADPM. **Note:** This letter may be consolidated with the unit ADPM appointment letter. (See [Attachment 2](#)) for an example appointment letter.

1.4.7. Reviews individual's AF Form 1313, *Driving Record* (located at Security Forces), to determine their qualifications before permitting them to operate a vehicle and or equipment on the airfield.

1.4.8. Ensures unit ADPMs and designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving test to all new vehicle operators before they are allowed to drive vehicles on the airfield.

1.4.9. Ensures unit airfield drivers limit their access on or across the runway to mission essential duties only.

1.4.10. Participates in the RIPWG.

1.5. Airfield Operations Flight Commander

1.5.1. Takes part in the RIPWG if there are more than two runway incursions within a six month period.

1.5.2. Briefs runway incursions and CMAVs at the Airfield Operations Board (AOB).

1.6. Airfield Management (AM)

1.6.1. Serves as the Office of Primary Responsibility (OPR) for the ADP.

1.6.2. Conducts random spot checks for enforcement and compliance with the ADI in conjunction with periodic airfield checks.

1.6.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies. Document corrective actions on an AF IMT 3616, *Daily Record of Facility Operation* or electronic equivalent.

1.6.4. The Airfield Manager (AFM), Wing ADPM, or NCOIC, Airfield Management Operations will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving.

1.6.5. Imposes and publishes restricted driving routes as required.

1.6.6. Responds to reported or suspected airfield driving violations. At a minimum, AM personnel will:

1.6.6.1. Escort individuals off of the airfield.

1.6.6.2. Confiscate individual's AF IMT 483.

1.6.6.3. Request a statement from individual(s) suspected of committing an airfield driving violation(s).

1.6.6.4. Document and report the incident to the Wing ADPM, AFM and AOF/CC.

1.6.7. Participates in the RIPWG.

1.6.8. Wing ADPM.

1.6.8.1. The Deputy Airfield Manager serves as the Wing ADPM to provide overall ADP management and oversight. The preferred grade of the Wing ADPM is E-7.

1.6.8.2. Develops the base ADI to establish the Wing ADP.

1.6.9. Uses [Attachment 3](#) to conduct and document ADPM training.

1.6.10. Provides unit ADPMs a copy of the ADI, training curriculum, and testing materials to manage unit ADP.

1.6.11. Conducts a review of the ADI to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintain a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00.

1.6.12. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the Wing ADPM will:

1.6.12.1. Routinely monitor ramp net radio for proper terminology/phraseology and discipline.

1.6.12.2. Conduct random spot checks for enforcement and compliance with the ADI. At a minimum, a spot check will include a check of the driver's AF IMT 483 for accuracy/currency, the availability/currency of AF Visual Aids (e.g., AFVA 11-240, Airports Signs and Markings, AFVA 13-221, Control Tower Light Signals, AFVA 13-222, Runway/Controlled Movement Area Procedures), and the availability/currency of the local airfield diagram.

1.6.12.2.1. Report violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander and ADPM.

1.6.12.2.2. Report and document results of spot checks (unit/office symbol) in the "status of airfield driving" section of AOB.

1.6.12.3. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with the ADI.

1.6.12.3.1. Use [Attachment 4](#) to conduct and document unit ADP inspection.

- 1.6.12.3.2. Provide inspection results to the unit's commander and brief at the next quarterly AOB.
- 1.6.13. Develop proactive approaches utilizing local resources, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes, trends and special events. Examples include but are not limited to exercises, air shows, static displays, driving violations, runway/taxiway closures, and inclement weather driving conditions.
- 1.6.14. Maintain a Wing ADPM continuity binder or electronic equivalent in the TAB format listed in para. 1.7.26.
- 1.6.15. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc.
 - 1.6.15.1. This meeting may be done in-conjunction with the base Vehicle Control Officer/Vehicle Control Non-Commissioned Officer meeting.
 - 1.6.15.2. Use a MFR or electronic equivalent to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder or electronic equivalent.
- 1.6.16. Coordinates on unit airfield driving lesson plans and tests.
- 1.6.17. Ensures unit ADPMs provide appropriate training through AM to TDY personnel and Non-base assigned contractors based on type, location, time and duration of work. See paragraph 2.6 and 2.7 for additional information.
- 1.6.18. Provides classroom training as determined locally.
- 1.6.19. Participates in the RIPWG.
- 1.6.20. Provides unit ADPM a standardized spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF IMT 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date.
- 1.6.21. Takes immediate actions to correct any identified systematic problems and ensuring interim control measures are applied until permanent corrections are made.

1.7. Unit Airfield Driving Program Manager (ADPM)

- 1.7.1. Is appointed by unit commander and trained by the Deputy Airfield Manager.
- 1.7.2. Must be trained and certified to drive on the airfield.
- 1.7.3. Administers the unit airfield driver's training program according with AFI 13-213 and this ADI.
- 1.7.4. Ensures unit personnel complete airfield driver training and certification prior to issuance of an AF IMT 483. (See [Attachment 5](#))
- 1.7.5. Identifies, documents, and tracks personnel requiring access to the Controlled Movement Area (CMA), non-CMA, or restricted airfield driving as applicable (e.g., Ramp only, Daylight Hours only, etc.).

1.7.6. Ensures AF IMT 483 indicates restricted access when personnel are not trained and certified to drive at night (e.g., "*AUTHORIZED DAYLIGHT HOURS ONLY*"). If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving test is conducted and documented prior to updating the AF IMT 483.

1.7.7. Ensures designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving test on unit personnel prior to issuance of an AF IMT 483.

1.7.8. Ensures unit personnel authorized to drive on the CMA have completed all the required training and AF IMT 483 is annotated "CMA Access" by AM.

1.7.9. Ensures unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield. (See PACAF SUP 24-301 for GOV license requirements) This includes any other additional training required to operate vehicles in various field conditions (e.g. Mission Oriented Protective Posture (MOPP) gear, etc.).

1.7.10. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **Note:** This data may be maintained electronically.

1.7.11. Ensures deploying personnel are trained and possess a valid AF IMT 483 for airfield driving.

1.7.12. Schedules personnel that will drive on the CMA for color vision testing according to the ADI.

1.7.13. Conducts and documents annual refresher training on unit airfield drivers. Ensures personnel scheduled to deploy re-accomplish annual refresher training as part of outprocessing to avoid becoming overdue. **Note:** Document completion of refresher training on the reverse side of the individual's AF IMT 483. Maintain a copy of the most current refresher training completion date on file in the unit.

1.7.14. Maintains an ADP Continuity Binder (or electronic equivalent) in the TAB format outlined in paragraph 1.7.26.

1.7.15. Trains unit airfield driver trainers how to conduct and document training on newly assigned unit airfield drivers.

1.7.16. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving.

1.7.17. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this AFI and ADI.

1.7.18. Use [Attachment 4](#) or electronic equivalent to conduct and document a self-inspection of unit's ADP at least annually. Forward a copy of the inspection results to the Wing ADPM.

1.7.19. Develops procedures to disseminate airfield driving related information (e.g., articles, training, etc.) to unit airfield drivers.

1.7.20. Conducts random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted.

- 1.7.21. Provides classroom training as determine locally.
- 1.7.22. Maintains current and accurate training and testing materials.
- 1.7.23. Notifies Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges.
- 1.7.24. Participates in the RIPWG.
- 1.7.25. Quarterly validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Forward results to the Wing ADPM.
- 1.7.26. Maintains an Airfield Driving Program Continuity Binder in the following TAB format: **Note:** When approved by the Deputy Airfield Manager, contents from a TAB may be maintained in another location or electronically; utilize the DD Form 2861 Cross Reference to identify location.
 - 1.7.26.1. TAB A: Unit ADPM appointment letter(s).
 - 1.7.26.2. TAB B: Airfield Driving Instruction (ADI).
 - 1.7.26.3. TAB C: Annual program inspection results.
 - 1.7.26.4. TAB D: Unit ADPM Training Documentation.
 - 1.7.26.5. TAB E: Current list of unit assigned airfield drivers.
 - 1.7.26.6. TAB F: Airfield driving CBT, training curriculum, test/answer key.
 - 1.7.26.7. TAB G: Unit airfield driving requirements as applicable (e.g., Fire Trucks, Fuel Trucks, K-loaders, etc.).
 - 1.7.26.8. TAB H: Airfield violations/corrective actions.
 - 1.7.26.9. TAB I: References (e.g., AFJMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 20 and AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities* Chapter 6., AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.
 - 1.7.26.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG, etc.).

1.8. Air Traffic Control Tower (ATCT)

- 1.8.1. Controls all aircraft, vehicle, and approved pedestrian traffic on the CMA by two-way radio communications or, in the event of lost communications, by light gun signals. If use of light gun signals is unsuccessful when controlling vehicle or pedestrian traffic, contact AM to have vehicle and/or pedestrian traffic escorted off the CMA.
 - 1.8.1.1. Reports known CMA violations and problems with vehicle operator radio communications to AM. Assists AM in identifying and locating unauthorized personnel and vehicles on or near the CMA.
 - 1.8.1.2. Participates in the RIPWG.

1.9. 354th Medical Group (354 MDG)

- 1.9.1. Administers color vision screening and documents results as determined in this ADI.
- 1.9.2. Coordinate with the Wing ADPM to establish a designated response location in support of in-flight/ground emergencies and or other emergency situations.

1.10. 354th Fighter Wing Safety (354 FW/SE)

- 1.10.1. Coordinates on local directives and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield.
- 1.10.2. Coordinates on lesson plans and tests for vehicle operations on the airfield. (Reference AFOSHSTD 91-100, Chapter 6).
- 1.10.3. Participates with the Wing ADPM in investigating airfield driving incidents, Hazardous Air Traffic Reports (HATRs), CMA violations. Provide a copy of all Class E CMA violation report submittals (initial, status, final) to AOF/CC for review/concurrence as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*.
- 1.10.4. Participates in the RIPWG.
- 1.10.5. Reviews CMA violations for trends.

1.11. 354th Security Forces Squadron (354 SFS)

- 1.11.1. Monitors airfield vehicle operations for ADI compliance.
- 1.11.2. Enforces all traffic rules and directives on the airfield.
- 1.11.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations.
- 1.11.4. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM.
- 1.11.5. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.
- 1.11.6. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.
- 1.11.7. Complies with all procedures outlined for entry into the CMA.
- 1.11.8. Participates in the RIPWG.
- 1.11.9. Coordinate with the Wing ADPM to establish a designated response location in support of in-flight/ground emergencies and or other emergency situations.

1.12. 354th Civil Engineer Squadron (354 CES)

- 1.12.1. Ensures contracts for activities within the airfield environment contain a requirement for airfield safety and airfield driving training before starting work. Driving routes to/from construction sites must be approved by Airfield Manager or Deputy Airfield Manager during pre-construction meetings.

1.12.2. Ensures annual (base assigned) contractors are trained by Airfield Management to drive on the airfield before doing so/proceeding with any airfield construction. Contractors operating non-GOVs on the airfield will obtain an airfield POV pass.

1.12.3. Ensures all temporary contractors working on the airfield are escorted by an airfield driving qualified escort or trained/briefed on local airfield driving procedures before operating vehicles or equipment on the airfield. Temporary contractor vehicles must obtain an airfield POV pass.

1.12.3.1. Ensures temporary contractors required to drive across active taxiways, taxilanes or the runway receive local airfield drivers training/briefing and a temporary AF Form 483.

1.13. Air Force Runway Safety Action Team (AFRSAT)

1.13.1. PACAF/A3OF staff will provide an objective perspective on runway safety issues such as runway incursions/excursions to reduce imminent negative trends or unsafe conditions identified through trend and analysis, mishap reports, HATR, or hazard reports. AFRSAT visits may be directed by HAF or MAJCOM, or may be requested by individual units.

1.13.2. MAJCOM AO staff will schedule AFRSAT visits based on results of data analysis identifying negative trends or unsafe conditions at locations under their oversight. Notify units a minimum of 45 days prior to AFRSAT visits.

1.13.2.1. Bases may request AFRSATs to visit their installations at any time however a minimum of 45 days is needed to schedule the AFRSAT.

1.13.3. The team will use the applicable checklist developed by HQ AFFSA found on the HQ AFFSA Standardization and Evaluation Division CoP.

1.13.4. The team will help the unit develop a plan to correct the negative trend or unsafe condition within 15 days of the visit.

Chapter 2

QUALIFICATIONS FOR AIRFIELD DRIVING

2.1. General Personnel driving/working on the airfield will complete airfield driver's qualification training prior to operating any motorized vehicle or be supervised by an airfield driving qualified escort while in the EAFB airfield environment. The agency sponsoring the work will provide an escort for personnel working on the airfield. When required, escorts will maintain positive control of contractors working on or near the airfield.

2.2. Airfield Driver's Training

2.2.1. Requirements for obtaining Airfield Drivers licenses are listed in **Attachment 5**, *Airfield Driving Training Documentation and Certification Checklist*.

2.2.1.1. The unit ADPM is responsible for initiating training, certifying that all training criteria has been met, and all checklist items are completed before scheduling a testing appointment with Airfield Management.

2.2.2. The following training and tests are required for certification:

2.2.2.1. All applicable items listed on **Attachment 6**, *Airfield Driving Qualification Training Checklist Curriculum*.

2.2.2.2. Color Vision. See paragraph [2.3](#)

2.2.2.3. Light Gun Signal Recognition Test. Accomplish practical training for light signals and required actions using Air Force Visual Aid (AFVA) 11-240, *Airport Signs and Markings*. During the trainee's airfield orientation, the trainer shall request a light gun signal test with control tower.

2.2.2.4. Air Force Airfield Driving Computer Based Training (CBT). The link to this CBT is on ADLS and is listed under *Miscellaneous*. Once a passing score is obtained, a copy of the certificate will be attached to the *Documentation of Airfield Driver Training and Certification* training package.

2.2.2.5. ADPMs/trainers will review instructions associated with airfield driving with every trainee, and will provide classroom-type training. This type of training may also be accomplished in vehicle during the day/night orientations.

2.2.2.6. Day Airfield Orientation Training (Practical). Training will include practical airfield driving. Place emphasis on vehicle operating procedures in the vicinity of aircraft, airfield layout, defining CMA boundaries (markings and signs), and proper tower communication phraseology. Use **Attachments 5** and **6** when completing this portion of training.

2.2.2.7. Night Airfield Orientation Training (Practical). Due to Eielson's unique location, night orientations are waived from 1 April to 1 October. IMT 483 will be annotated with "AUTHORIZED DAYLIGHT HOURS ONLY" until drivers complete the night orientation. Training will include practical driving on the airfield during hours of darkness. Emphasis should be placed on airfield lighting and signs used to augment daytime airfield markings as well as boundaries of the CMA and proper radio

phraseology. Use [Attachment 5](#) and [Attachment 6](#) when completing this portion of training. Document this training immediately upon completion.

2.2.2.8. Airfield Drivers Exam (Practical). Trainees will operate the vehicle with the trainer or ADPM evaluating from a passenger seat. Must be able to demonstrate proper driving techniques and answer verbal questions regarding general airfield driving procedures in this instruction. Use [Attachment 7](#) when completing this portion of training.

2.2.2.9. Airfield Drivers Exam (Written). Written final exams are administered by Airfield Management, unless delegated to the ADPMs by the Deputy Airfield Manager. Unit ADPMs will call Airfield Management at 377-4107, or 377-7777 to set appointments for final certification. Exams will be administered on Tuesdays and Thursdays, between 1000L and 1500L. Alternate times may be coordinated with the Deputy Airfield Manager.

2.2.2.10. The written exam consists of four parts: *General Knowledge* (minimum passing score 80%), *Communications* (required for access onto the CMA, minimum passing score 100%), *Runway Incursion Prevention* (minimum passing score 100%), and *Airfield Diagram* in which trainee will demonstrate the ability to locate and name the runway, taxiways, aprons, perimeter road, and runway hold lines. Minimum passing score is 100%.

2.2.2.11. ADPMs may request a retest for first-time failures after 48 hours.

2.2.2.12. ADPMs may request a retest for second-time failures after 72 hours, and must include an MFR outlining the retraining actions taken.

2.2.2.13. Third-time failures may not retake the exam.

2.2.3. Unit ADPMs will ensure annual refresher training is conducted for all personnel that have been issued an AF Form 483. ADPMs will annotate refresher training completion on the back of member's AF Form 483 and update the unit master drivers list.

2.2.4. Annual Refresher Training

2.2.4.1. Accomplish at a minimum:

2.2.4.1.1. A review of this ADI

2.2.4.1.2. Completion of the USAF Airfield Driving CBT on ADLS (located under miscellaneous)

2.2.4.1.3. Runway incursion prevention test (provided by Wing ADPM, minimum passing score 100%)

2.2.4.2. Airfield driving privileges are automatically terminated for individuals who do not complete annual refresher training by the last day refresher training is due. Complete retraining will be required before being allowed to continue driving on the airfield. **Note:** Personnel scheduled to deploy should re-accomplish annual refresher during outprocessing to avoid coming overdue.

2.3. Color Vision Requirements

2.3.1. Individuals that are required to have normal color vision as a part of their AFSC only require verification that they successfully completed a color vision test by a Hospital/Medical Treatment Facility Optometrist or off-base equivalent.

2.3.2. Individuals that have a requirement to drive a vehicle on the CMA will be administered a color vision test by the 354th FW base hospital/Medical Treatment Facility Optometrist or off-base equivalent. Results are documented on the *Airfield Driving Training Documentation and Certification Checklist*. Trainees who do not meet normal color vision requirements, or have not met with base medical facility for color vision validation will not be granted access to any portion of the CMA, and "NO CMA ACCESS" will be annotated on the driver's AF Form 483.

2.4. AF Form 483 Processing Procedures

2.4.1. Before an AF Form 483 is issued, trainees must pass a written exam proctored by Airfield Management.

2.4.2. Before an exam will be administered to the trainee, ADPMs will ensure completion of the following:

2.4.2.1. Airfield Driving Training Documentation and Certification Checklist.

2.4.2.2. Airfield Driving Qualification Training Checklist (Curriculum).

2.4.2.3. Practical Airfield Driving Exam Checklist .

2.4.2.4. AF Airfield Driving CBTs (ADLS) with certificate hard copy.

2.4.3. Unit ADPM signatures will be crosschecked against appointment letters for currency. AF Forms 483 will not be signed without a current unit ADPM appointment letter.

2.4.4. Only Airfield Management will assign certificate numbers, annotate restrictions as applicable, and sign/issue the AF Form 483.

2.4.5. Drivers who permanently change station (PCS), separate, or retire will turn in their AF Form 483 to their unit ADPM to ensure the unit master list is current.

2.4.6. Drivers who lose or inadvertently destroy their AF Form 483 can get a new one issued by hand carrying the original Airfield Driving Training Documentation and Certification Checklist package to Airfield Management, who will verify training and testing documentation and endorse a new AF Form 483.

2.5. Base Assigned Personnel

2.5.1. All military, Department of Defense (DoD), United States (US) civilian, and annual contractor personnel who operate vehicles on the airfield will possess a valid Eielson AFB AF Form 483 and civilian license. These documents will be in the driver's possession at all times while operating vehicles on the airfield.

2.5.2. Drivers will be licensed or certified to operate all privately/government/contractor-owned or leased vehicle that they will operate on the airfield.

2.6. Temporary Duty (TDY) Personnel

2.6.1. TDY personnel who will be operating vehicles on Eielson airfield will possess a valid civilian driver's license, a valid AF Form 483 from home station, and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort.

2.6.2. TDY personnel will be locally trained/briefed by Airfield Management via mass briefings. Airfield Management will conduct more than one mass briefing if necessary to make 100% contact with all drivers. Deployed unit commanders will minimize the number of airfield drivers to the minimum required to perform the mission.

2.6.3. Deployed units authorized to use non-GOVs will obtain a privately-owned vehicle (POV) or government leased vehicle (GLV) pass from Airfield Management before operating on the airfield.

2.7. Temporary Contractors

2.7.1. All contractors conducting temporary work on the airfield will be locally trained by Airfield Management on airfield driving, and will possess a temporary AF Form 483 while operating vehicles on the airfield.

2.7.2. Contractors will possess a valid civilian driver's license, and temporary AF Form 483 issued by Airfield Management at all times.

2.7.2.1. Contractor vehicles operating within CMA will use rotating beacon lights or emergency flashers and maintain two-way radio contact with control tower.

2.7.3. Contractor vehicles will only utilize routes to and from work areas approved by the AFM. Vehicles will only be operated on the airfield in approved areas and in conjunction with official contracted duties.

2.7.4. The primary contract foreman will share responsibility in ensuring subcontractors receive airfield driver's training from Airfield Management, receive AF Form 483s and airfield POV Passes, or are escorted by a qualified contractor.

2.7.5. Airfield driver qualified contractors will meet delivery vehicles at a location off the airfield and escort them to and from construction site using approved haul routes.

2.7.6. Contractor drivers will comply with provisions of this instruction and driving conditions negotiated through the 354 CES or as stipulated in a Temporary Construction Waiver safety plan. Contractor vehicle operators who violate established provisions may be restricted from operating motor vehicles or equipment on the airfield.

2.7.6.1. Airfield Management will notify 354 FW Contracting office when airfield driving privileges for contractors have been revoked, and the reason why. Notification will also include any conditions or stipulations for reinstatement.

2.7.7. On a daily basis, before proceeding to the work site, contractors conducting work on the airfield are required to check in with AM to be briefed on the flying window and relevant restrictions.

2.8. Airfield POV Pass

2.8.1. Privately Owned Vehicles (POV), Government Leased Vehicles (GLV), or contractor vehicles are not authorized on the airfield without an approved EAFB airfield POV Pass, issued by Airfield Management. Passes will not be the same color for two consecutive years.

2.8.1.1. Annual airfield POV passes are issued to wing leadership and used when immediate or emergency access to airfield is required and a government-owned vehicle (GOV) is not readily available. Annual GLV passes are issued to units that have annually leased vehicles designated for flightline use. Annual airfield POV passes are revalidated annually by the AFM, or designated representative (not delegated outside of AM).

2.8.1.2. Temporary airfield POV passes are issued for specified time periods and limit areas of the airfield that may be accessed. Example: temporary passes are issued to contractors in performance of contracted duties or TDY aircrew driving GLVs, and expire at completion of the construction project, or end of the TDY.

2.8.2. Passes are not transferable. Lost passes must be reported within 24 hours. Passes will be returned to Airfield Management upon expiration or when no longer required.

2.8.3. Passes will be prominently displayed on driver's side dash while operating on the airfield. Passes will be treated as controlled items and secured when not in use.

2.8.4. Use of POVs on the airfield is discouraged and will only be approved for mission essential operations.

2.8.5. Airfield Management is not liable for damages to POVs or loss incurred by drivers or passengers operating on the airfield.

2.8.6. Request for a vehicle pass/decal must be endorsed by the individual's Unit Commander or Company/Contractor representative. At a minimum, the MFR or local form/electronic equivalent will contain the following information:

2.8.6.1. Owner/User.

2.8.6.2. Organization.

2.8.6.3. Vehicle Make, Model, Year, Color, and License/State.

2.8.6.4. Pass/Permit number.

2.8.6.5. Area of Operation(s)/location.

2.8.6.6. Justification.

2.8.6.7. Effective period/dates.

2.8.7. Airfield Management will ensure vehicles that require an airfield POV pass are equipped with a current airfield diagram and an AFVA 11-240, *Airport Signs and Markings*, and AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*.

2.8.8. Airfield Management may suspend or revoke an airfield POV pass for airfield driving violations and/or use of the pass not consistent with the conditions under which the pass was issued.

Chapter 3

AIRFIELD MARKINGS, LIGHTING AND SIGNS

3.1. General. All airfield vehicle operators must know and comply with all airfield signs, markings and control tower signals to prevent aircraft impediments and CMA violations.

3.2. Runway Markings The runway edges are marked with continuous solid, retro-reflective white stripes running the length of the runway. The centerline is marked with a dashed white line running down the middle of the length of the runway. White numerals (14/32) at the ends of each runway mark the designation.

Figure 3.1. Edge Markings



3.3. Runway Edge Lights The runway edges are equipped with white, high intensity lights. They have five intensity settings and run the length of the runway to identify the runway edge.

Figure 3.2. Runway Lights



3.4. Runway Visual Flight Rules (VFR) Hold Position Markings VFR Hold Position Markings consist of four parallel retro-reflective yellow stripes extending across the width of each taxiway/runway intersection, 150 feet from edge of the runway. The two lines closest to the runway are dashed and the other two are solid marks identifying the boundary of the CMA. No vehicle will cross over this marking without control tower permission via two way radio communication during normal airfield operating hours (0700L-2300L), or Airfield Management permission after normal airfield operating hours. See [attachment 10](#), *Airfield Diagram*.

Figure 3.3. VFR Hold Position Marking



3.5. Runway VFR Hold Position Signs VFR hold position signs have white inscriptions on a red background and are located on either the left side or both sides of a taxiway, adjacent to VFR runway hold position marking. This sign also indicates the boundary of the CMA. During periods of snow cover when the VFR hold position markings cannot be seen, operators will use the VFR hold position signs to identify the CMA.

Figure 3.4. VFR Hold Position Sign



3.6. Perimeter Road Traffic Lights Perimeter / airfield access road on the south end of the airfield falls within instrument landing system (ILS) signal areas, which must be protected from vehicle traffic interruptions when aircraft are on final approach. When the red light is activated by tower, vehicles will stop until the light returns to yellow, or verbal permission is granted by tower via two way radio communication.

Figure 3.5. Perimeter Road Traffic Lights

3.7. Taxiway, Taxilane, and Apron Markings

3.7.1. Taxiway/taxilane centerlines are marked with continuous retro-reflective, yellow stripes. These centerlines are used to indicate the taxi path of an aircraft.

Figure 3.6. Centerlines/ Taxiway/taxilane

3.7.2. Taxiway/taxilane edges are marked with continuous retro-reflective, double yellow stripes that delineate the edge of the usable taxiway surface from other surfaces not intended for use by aircraft.

3.7.3. Taxiway and apron edges are marked with blue lights.

Figure 3.7. Taxiway and Apron edges



3.8. Taxiway Signs Taxiway signs are informational signs that indicate either a current location or a direction of travel. Location signs have yellow inscriptions on a black background. Directional signs have black inscriptions accompanied with a directional arrow on yellow backgrounds.

Figure 3.8. Taxiway Information Sign



3.9. Closed Pavement Markings Some airfield pavements may be closed to aircraft traffic, and will be marked with a yellow “X” in accordance with *ETL 04-2, Standard Airfield Pavement Marking Schemes*. Vehicles may be operated on these paved areas with permission from the AFM; however, FOD checks must be conducted prior to returning to operational airfield pavements.

3.10. Vehicle Lane Markings A portion of taxiway Foxtrot has a vehicle lane marked with a dashed retro-reflective white line. Vehicles will utilize this vehicle lane at all times unless mission requirements dictate otherwise. American rules of the road apply, drive on the right side of the vehicle lane marking.

Figure 3.9. Vehicle Lane Marking

3.11. FOD Check Point Signs and Stop Bars Access roads to the airfield have FOD check signs, stop bars, or both, to remind personnel of mandatory FOD check requirements before entering the airfield environment. Retro-reflective white FOD stop bars are painted on the ground where it is not practical to place signs near. The FOD stop-bars on barrier access roads are in line with CMA runway hold line markings.

Figure 3.10. FOD Check Point Sign / Stop Bar

Chapter 4

VEHICLE OPERATIONS

4.1. General

4.1.1. The airfield environment will be utilized for mission essential vehicle movements only.

4.1.2. Runway crossings are restricted to mission essential operations only (Airfield Systems, USDA, CE, Airfield Management). No vehicle will cross the runway when the perimeter road can be used. Perimeter road is designated as the primary means for traffic to gain access to facilities on the west side of the runway.

4.1.3. No vehicle will enter the CMA without approval from control tower or Airfield Management (in the event the control tower is closed) via two way radio communication. Pedestrians are prohibited from entering the CMA unless in the performance of official duties and in direct two way radio contact with control tower. See [Chapter 5](#) for CMA procedures.

4.1.4. Vehicles operating on the airfield will have an airfield diagram, an AFVA 11-240, *USAF Airport Signs and Markings*, and AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*. Units may order decals via the AF Portal e-publishing web site. The decals will be permanently affixed to the vehicle in plain view of the driver, or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

4.1.5. Prior to entering the airfield environment, all vehicles will visually determine that it is safe to do so. Aircraft always have the right-of-way. Vehicles will never overtake or pass a taxiing/towed aircraft.

4.1.6. The loop area (Taxiway Lima) is not visible from the control tower. Vehicle operators will maintain vigilance in these areas to ensure they remain clear of taxiing/towed aircraft.

4.1.7. No vehicle will be driven into the path of a taxiing aircraft with the exception of a Transient Alert "Follow Me" vehicle. Never drive a vehicle between a marshal and an aircraft or into the path of an emergency response vehicle and an emergency aircraft.

4.1.8. Vehicles traveling on taxiways and aprons will not drive on center/taxi lines unless performing official duties. Vehicles will drive along the right side of taxiway/taxilane centerlines, or apron edge and then turn 90 degrees to cross.

4.1.9. No vehicles will drive within 50 feet of fueling/defueling operations unless specifically authorized by official regulations/guidance. Vehicles and equipment will not be driven or towed over any fuel pit.

4.1.10. Smoking is not permitted on aircraft parking ramps/aprons, taxiways, or the runway. Smoking may be permitted in 354 FW/CC approved designated areas near buildings and hangars.

4.2. Airfield Authorized Vehicles

4.2.1. GOVs performing official duties that contribute to the wing's flying mission.

4.2.2. POVs, GLVs, and contractor vehicles with a valid airfield pass issued by Airfield Management and in the performance of official duties.

4.2.3. Unit-owned all terrain vehicles (ATV)/utility terrain vehicles (UTV)/golf carts are authorized on taxiways and aprons only. Drivers will be airfield driving qualified, and certified to operate the vehicle.

4.2.4. Bicycles, motorcycles, mopeds, and scooters are not authorized on the airfield.

4.3. Airfield Right-of-Way Procedures

4.3.1. Right-of-way will be given to the following:

4.3.1.1. Emergency vehicles responding to an emergency.

4.3.1.2. Taxiing or towed aircraft.

4.3.1.3. Snow removal equipment engaged in snow removal operations.

4.3.1.4. Vehicles towing weapons/explosives.

4.3.1.5. Pedestrians.

4.3.2. Vehicles yielding to taxiing aircraft may exit a taxiway to a non-paved surface as a last resort (no other paved surfaces available to exit to). Vehicles departing paved airfield surfaces will complete a FOD check when returning to a paved airfield surface.

4.4. Speed Limits

4.4.1. The following speed limits shall apply:

4.4.1.1. 45 MPH (visibility greater than 300 meters):

4.4.1.1.1. General purpose and emergency vehicles while operating on any portion of the runway (Must be CMA certified). If towing equipment, normal towing speed limits apply.

4.4.1.2. 15 MPH (visibility greater than 300 meters):

4.4.1.2.1. General purpose vehicles on taxiways or airfield service/access roads.

4.4.1.3. 10 MPH (visibility greater than 100 meters):

4.4.1.3.1. General purpose vehicles towing one piece of equipment (including trailers).

4.4.1.3.2. Special purpose vehicles (vehicle designed to perform a specific task, i.e., fuel trucks, jammers, forklifts, k-loaders, etc.).

4.4.1.3.3. When operating within aircraft parking areas when any aircraft are present (AGRS ramp, North Bays, Tanker Row, Oscar Row, Lima Row, South Ramp, South Loop, P/Q Rows, R/S Rows)

4.4.1.4. 5 MPH:

4.4.1.4.1. Vehicles operating within 25 feet of an aircraft.

4.4.1.4.2. Vehicles operating within 25 feet of a facility (hangar, building, etc.).

4.4.1.4.3. Vehicles towing an aircraft.

- 4.4.1.4.4. Vehicles towing two or more maintenance stands at a time.
- 4.4.1.4.5. Inside hangar 1227/1228 restricted area boundary.
- 4.4.1.5. Vehicles responding to aircraft maintenance problems (i.e., "Red Balls") are not authorized to exceed these limits IAW AFOSH Standard 91-100.
 - 4.4.1.5.1. Speed limit exceptions:
 - 4.4.1.5.1.1. Emergency response vehicles responding to an emergency.
 - 4.4.1.5.2. Barrier maintenance crews responding to an emergency aircraft arresting system engagement. Routine engagements do not constitute an emergency.
 - 4.4.1.5.3. Transient Alert "Follow Me" vehicles responding to no-notice aircraft arrival.
 - 4.4.1.5.4. Airfield Management personnel in the performance of official duties (runway condition readings, in-flight/ground emergencies, etc.).
 - 4.4.1.5.5. Snow removal vehicles engaged in snow removal operations.
 - 4.4.1.5.6. USDA bird hazard reduction teams during wildlife dispersal operations.

4.5. Vehicle Lighting

- 4.5.1. All vehicles will use headlights and taillights (visible to 200 feet minimum) at all times while operating on the airfield, with the following exception: when taxiing aircraft are encountered, vehicles will be stopped and headlights turned off. Turn emergency flashers on until aircraft have passed. Headlights should not be directed toward taxiing aircraft.
- 4.5.2. Vehicles not equipped with parking lights will leave all available lighting on and be positioned to prevent headlights from being directed towards a taxiing aircraft.
- 4.5.3. Drivers of vehicles equipped with automatic daytime running lights (DRL) must be aware of the system's operating procedures. If DRLs cannot be turned off, vehicles will be positioned to prevent headlights from being directed towards a taxiing aircraft.
- 4.5.4. Vehicle operators must use LED/rotating beacon lights and/or emergency flashers when driving in the CMA.

4.6. Reduced Visibility

- 4.6.1. Flashing lights or parking lights will be used at night when vehicles are temporarily parked on any part of the aircraft parking ramp. This does not apply if vehicles are parked in a designated area.
- 4.6.2. When visibility is 300 meters (900 feet) or less, airfield speed limit is 10 MPH.
- 4.6.3. When visibility is 100 meters (300 feet) or less, airfield speed limit is 5 MPH. Refueling and explosive laden vehicles will not operate unless directed by 354 FW/CC.
- 4.6.4. When weather visibility is 33 meters (100 feet) or less, no vehicle will operate on the airfield except emergency response or alert vehicles.
- 4.6.5. When visibility is less than 16 meters (50 feet), emergency response vehicles and alert vehicles operating on the airfield will be led by a walking guide equipped with an operable luminescent or flashing wand used to signal the vehicle.

4.6.6. Airfield Management will relay reduced visibility driving restrictions to the 354 FW Fire Dept., all MOCCs, and broadcast the restriction via the Ramp Net.

4.6.7. When the ceiling is reported as less than 800 ft, and the visibility is reported as less than 2 miles, instrument hold line procedures will be in effect. All vehicles will be required to hold short of the hold line/sign at Taxiway Echo marked "INST".

Figure 4.1. INST



4.7. Operating in the Vicinity of Aircraft

4.7.1. No vehicle or equipment will be driven within 25 feet of an aircraft unless actively servicing the aircraft.

4.7.2. Vehicles will approach with driver's side of vehicle closest to aircraft. Exception: special purpose vehicles (SPV) (cargo loading equipment, etc.) and maintenance vehicles removing Aerospace Ground Equipment (AGE) from aircraft. Spotters will be used.

4.7.3. No vehicles will be driven within 25 feet of parked aircraft, except when required for mission execution as prescribed in an applicable directive. If required to operate within 25 feet of an aircraft, a safety observer will be used and pre-positioned wheel chocks placed between the aircraft and an approaching vehicle to prevent vehicles from striking aircraft.

4.7.4. No vehicle will be driven beneath any portion of an aircraft unless prescribed in an applicable directive.

4.7.5. Jet blast must be considered when operating around aircraft. Aircraft with anti-collision strobes operating indicates it is about to start engines, or has engines running and is about to taxi. Jet blast hazard areas include but are not limited to: The rear taxi lane behind tanker row, taxi lane Hotel when aircraft are present, taxiway Foxtrot abeam Thunder Dome when aircraft are present on P/Q and R/S rows, and the 18th AGRS ramps.

4.7.5.1. Do not operate any vehicle within 25 feet to the front, or 200 feet to the rear of aircraft with engines starting or operating.

4.7.5.2. Do not operate vehicles within 300 feet to the rear of large type aircraft; B-747, C-5, KC-10, C-17, C-135, etc., when engines are running at low power settings. When operating at above idle settings, increase distance to at least 800 feet.

4.8. Vehicle Parking

4.8.1. Do not park vehicles within the CMA or on a taxiway. Vehicles parked on an apron or adjacent to a taxiway will meet aircraft obstruction clearance criteria. Remove vehicles from airfield when not in use.

4.8.2. When the driver's seat is vacated, the ignition will be turned off and the key left in the ignition. The parking brake will be engaged and the gear lever placed in reverse (standard shift) or park (automatic).

4.8.2.1. Vehicles may be left running unattended (driver in immediate vicinity) for up to 30 minutes, when ambient temperatures reach zero degrees F or below.

4.8.3. Aircraft servicing support vehicles requiring the vehicle's engine to operate as the power source for auxiliary components will set the parking brake and chock rear wheels when the driver's seat is not occupied.

4.8.4. Vehicles and wheeled equipment that do not have an integral braking system will have one rear wheel chocked (both front and back of the tire) while parked on an apron. Rope chocks may be used year round. Wood chocks are authorized 1 May to 1 October Only. Vehicles should be parked so as to avoid having to reverse.

4.8.5. Vehicles will be parked with the driver's side door facing the aircraft. Vehicles parked at the sides of an aircraft will be located 25 feet away from wingtips and visible from the aircraft cockpit.

4.8.6. Do not park vehicles within 25 feet of an aircraft, unless required for mission execution as prescribed in an applicable directive.

4.8.7. Do not park or operate vehicles closer than 25 feet to the front of, or 200 feet to the rear of aircraft whose engines are starting or operating except as prescribed in the applicable aircraft handbook.

4.8.8. Do not park vehicles within Instrument Landing System (ILS) critical areas.

4.8.9. Vehicles will not be parked unattended in front of hangar doors.

4.9. Airfield Obstructions

4.9.1. Vehicles, AGE, fire bottles, etc., are categorized as mobile obstructions. Do not park vehicles or equipment in an area violating aircraft clearance requirements:

4.9.1.1. 200 feet from a taxiway or taxilane centerline

4.9.1.2. 125 feet from the edge of aircraft parking apron.

4.9.1.3. No fixed or mobile objects/facilities will be placed anywhere within 1000 feet of the runway edge without Airfield Manager approval.

4.9.2. AGE equipment may be staged on aircraft parking spots no earlier than three hours prior to arrival and remain no later than three hours after departure.

4.9.3. Wingtip clearance lines are marked by white, retro-reflective stripes. These markings delineate the fixed/mobile obstruction distance limits to taxiway/taxilane centerlines.

Figure 4.2. Wingtip Clearance Line**4.10. Foreign Object Damage (FOD) Prevention and Control**

4.10.1. Foreign object inspections must be completed before operating a vehicle on or returning to any paved airfield surface from an unpaved surface. A visual check to ensure all external vehicle components are secured. Secure any/all items loaded on payload vehicle, including all tie down device loose ends such as chains, ropes, packaging or other items that may become dislodged during movement while on the airfield. The inspection will also include tires, wheel wells, fenders, and truck beds. Vehicles equipped with towable magnets will have debris removed from the magnets. Perform FOD checks during hours of darkness with a flashlight. Rollover tire checks are mandatory.

4.10.2. During winter conditions, snow and ice accumulation will be removed from vehicles before they are operated on the airfield.

4.10.3. Vehicles will be operated on hard surfaces to the maximum extent possible. If a transition from an unpaved to a paved surface results in a FOD hazard (mud, gravel, ice, etc.), the vehicle operator will ensure a sweeper is requested through Airfield Management to remove the debris.

4.10.4. Vehicle operators encountering foreign debris will stop and secure the debris. Large amounts of debris will immediately be reported to Airfield Management, who will coordinate for a sweeper.

4.11. Snow Chains / Studded Tires

4.11.1. Tire chains may only be used on airfield pavements after obtaining coordination/approval from the Airfield Manager, Wing Safety, and CES. The requesting agency will conduct a risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD. **Note:** To reduce spark producing potential, only non-sparking material can be used.

4.11.2. Studded tires will NOT be authorized on the airfield at any time.

4.12. Night Vision Devices (NVD)

4.12.1. Night Vision Devices are NOT authorized for use while operating vehicles on the EAFB airfield.

4.13. Cell Phone Use Cell phone use (government or personal) while driving vehicles on the airfield (airfield and base proper) is prohibited and will result in automatic termination of EAFB airfield driving privileges. Violations to this guidance will be immediately reported to SFS. Vehicles must be completely stopped in an area that will not impede aircraft traffic or emergency response vehicles prior to cell phone use by the driver. Hands-free devices are considered a distraction and are not authorized for use while operating vehicles on the airfield.

4.14. Disabled Vehicles

4.14.1. When a vehicle has a malfunction that prevents operation under its own power, every means will be used to alert taxiing aircraft in the vicinity. At a minimum, the ground vehicle operator will:

4.14.1.1. Leave the vehicle parking lights or emergency flashers on.

4.14.1.2. If the vehicle has two-way radio capability, make the following transmission: *“All parties BREAK, BREAK-this is (call sign) with an emergency for Airfield Management, Tower, and Maintenance Operations Center.”* State the nature of the problem and report your position on the airfield.

4.14.2. Operators of other radio-equipped vehicles (e.g., security forces, civil engineer, transportation, etc.) must make every effort to assist removing the disabled vehicle from the airfield, especially if the vehicle is located on parking aprons, taxiways, or runway.

4.14.3. If a vehicle is not equipped with a two-way radio, stay with the vehicle and continue attempts to alert any taxiing aircraft or other vehicles in the vicinity.

4.14.4. In the event of a disabled vehicle on the CMA, the vehicle operator will immediately notify ATCT and AM by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA.

4.14.4.1. The vehicle operator will ensure the disabled vehicle is not left unattended in the CMA.

4.14.4.2. The disabled vehicle will be removed using any method in the quickest and safest way possible.

4.15. Pedestrian Movement

4.15.1. At a minimum, pedestrians on the airfield must adhere to the following procedures:

4.15.1.1. Pedestrians are authorized on the airfield for official business in support of the flying mission.

4.15.1.2. Walk facing oncoming traffic.

4.15.1.3. Do not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations.

4.15.1.4. Do not enter the CMA without two-way radio contact and approval from the ATCT.

4.16. Emergency Vehicle Operations

4.16.1. Initial runway IFE/GE responders will be limited to Fire Department, Ambulance, and Airfield Management personnel. Security Forces and Crash Recovery will be considered

secondary responders and will hold short of the CMA and runway environment unless otherwise requested by the responding Fire Chief.

4.16.2. When responding to IFE/GE, emergency response vehicles will proceed cautiously and expeditiously. Drivers will not exceed speeds that are prudent for current visibility and/or pavement conditions.

4.17. Radio Communication

4.17.1. Refer to AFI 13-213 Ch.4 for radio techniques and phraseology training.

Chapter 5

CONTROLLED MOVEMENT AREA AND RADIO PROCEDURES

5.1. Controlled Movement Area (CMA)

5.1.1. The CMA includes the runway, and 150 feet of areas adjacent to the runway edges. Access to the CMA shall be limited to mission essential operations.

5.1.2. Vehicles or personnel will establish two-way radio contact with control tower and receive approval before entering any portion of the CMA. **NOTE:** Callsigns are required for CMA access.

5.1.2.1. When control tower is closed, CMA entry approval authority is delegated to Airfield Management. Two-way radio contact must be established and maintained.

5.1.2.2. When the airfield is closed, Airfield Operations maintains "CMA" access authority. In the event Airfield Operations is unavailable, (354 OG/CC approved closures), "uncontrolled CMA" access authority is transferred to the 354 FW Command Post. Regardless of whether the CMA is under "controlled" or "uncontrolled" status, all components of this regulation apply.

5.1.2.3. Airfield Management will contact 354 FW/CP to receive status of the CMA, then conduct a runway check before reopening the airfield. Airfield Management will pass the status and control of the runway to tower once the check is complete. Any remaining vehicles on the CMA will be under tower control at that time.

5.1.3. The VFR/Runway Hold Lines indicate the CMA boundary. Barrier access roads have white stop bars by the shelters to indicate the CMA boundary. Personnel working on the infield areas of the airfield will use barrier shacks as a visual reference to determine the edge of the CMA boundary.

5.1.4. Tower may limit the areas of the CMA that may be accessed. For example, grass mowing equipment may receive approval within the CMA, but be told "...approved up to but not on the runway..." **Note:** This does not allow personnel access to any paved portion of the runway (including shoulders). Barrier maintenance personnel may be approved into barrier shacks but told to hold short of the runway.

5.1.5. Any time tower directs vehicles or personnel to exit the CMA, they will depart the CMA immediately by the most direct (paved) route, and position themselves outside the CMA.

5.1.6. When crossing a runway is required during flying operations, the preferred crossing point is the departure end.

5.1.7. Taxiways (except for areas on the runway side of VFR/Runway Hold Lines) and parking aprons are not part of the CMA. Radio contact with control tower is not required in these areas, unless towing aircraft.

5.2. Convoy / Escort Procedures (snow removal team, pavement repair team, etc.)

5.2.1. Personnel acting as airfield driving escorts must be fully aware of their associated responsibilities. Escorts will brief drivers on the route, speed limitations, and airfield driving procedures.

5.2.2. Convoys will maintain close intervals when crossing CMA. The convoy escort is the lead vehicle and responsible for communications with tower as well as each vehicle in the convoy.

5.2.3. The lead vehicle will contact control tower and advise how many vehicles are in the convoy; i.e., "...SNOW THREE, PLUS THREE." indicates a total of four vehicles. The lead vehicle will not enter the CMA until control tower (or Airfield Management after normal hours) approves, and will not call off of the CMA until last vehicle crosses the CMA boundary.

5.3. Radio Procedures

5.3.1. Vehicles and personnel will contact tower via Ramp Net.

5.3.2. If radio contact is lost between a vehicle within the CMA and tower, tower will flash the runway lights on and off, then use light-gun signals to direct vehicles to exit the CMA. If a vehicle operator or pedestrian experiences radio failure, the driver must immediately depart the CMA and reattempt to contact tower to report "OFF" of the CMA. If contact with tower cannot be made, drivers will report to Airfield Management for assistance.

5.3.3. Vehicles will use approved call signs described in **Attachment 11, Vehicle Call sign Listing**. Airfield Management may approve other temporary call signs in coordination with tower.

5.4. Radio Phraseology

5.4.1. It is imperative proper phraseology be used to eliminate potential miscommunication. Radio transmissions are monitored (and recorded) by Airfield Management. Use of other than proper phraseology may result in loss of driving privileges.

5.4.2. Radio communications will be kept to the minimum required to accomplish the objective. Use the phonetic alphabet (**Attachment 9**) for individual letters and/or numbers included in radio transmissions.

5.4.2.1. Vehicles or personnel will not use the words CLEAR, CLEARED, or CLEARANCE. These words are reserved for communications between control tower and aircraft. **Exception:** Vehicle operators may reply "Loud and Clear" in response to an ATCT request for radio transmission quality or clarity.

5.4.2.2. PROCEED: The only word that authorizes access to CMA.

5.4.2.3. ON: the proper term for entering the CMA.

5.4.2.4. OFF: The proper term for exiting the CMA.

5.4.2.5. HOLD-SHORT: Is disapproval of a request to enter CMA. Vehicles will hold short of the runway/VFR hold line.

5.4.2.6. CROSS or ACROSS: Authorizes a vehicle to cross the CMA. If approved to cross, vehicles will not stop within the CMA without further tower permission.

5.4.3. All ATC instructions issued by tower must be acknowledged and read back VERBATIM. If tower's instructions are not completely understood, drivers will ask tower to SAY AGAIN.

5.4.4. The normal communication sequence uses the call sign of station being called (who is being called), followed by the driver's call sign (who is calling), followed by the vehicle's location (where the caller is) and the request (what the driver wants to do).

5.4.4.1. Sample communication sequence:

5.4.4.2. Vehicle attempting to cross the runway: "Eielson Tower, Airfield One," "Airfield One, Eielson Tower." "Eielson Tower, Airfield One on Taxiway Echo, request to cross runway." "Airfield One, Eielson Tower, proceed across runway at Taxiway Echo, report when off." "Eielson Tower, Airfield One proceeding across runway at Taxiway Echo, will report when off."

5.4.4.3. Vehicle has crossed the runway and is out of the CMA: "Eielson Tower, Airfield One is off the runway at three-quarter barrier access road." "Airfield One, Eielson Tower, remain off runway." "Eielson Tower, Airfield One will remain off runway."

5.5. Control Tower Light Gun Signals

5.5.1. Air traffic controllers use a light gun as a backup system for communicating with aircraft or ground vehicles if their radios stop working. When a vehicle operator experiences a radio failure on a runway or taxiway, they must vacate the runway as quickly and safely as possible and contact the ATCT or AM by other means, such as a cellular telephone to advise of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun. All vehicle operators are required to know and comply with the following signals:

5.5.1.1. Steady Green Light: —Cleared to cross, —Proceed, —Go.

5.5.1.2. Steady Red Light: —STOP! Vehicle will not be moved.

5.5.1.3. Flashing Red Light: —Clear active taxiway/runway.

5.5.1.4. Flashing White Light: —Return to starting point.

5.5.1.5. Red and Green Light: —General warning. Exercise extreme caution during alerts and emergency conditions all non-essential personnel will withdraw to AM or their work control center until the emergency is terminated. The withdrawal of contractors will be at the discretion of AM.

Chapter 6

VIOLATION PROCEDURES

6.1. General

6.1.1. All personnel operating on the airfield are responsible for identifying and reporting airfield driving violations to Airfield Management immediately. Driving violations which violate 354 FWI 31-201 traffic rules can result in a citation issued by the SFS.

6.1.2. Commanders and ADPMs may only revoke privileges for personnel assigned to their unit, and will notify the Deputy Airfield Manager when doing so. If Airfield Management revokes privileges, The Deputy Airfield Manager will notify the unit commander and ADPM.

6.2. CMA/Airfield Driving Violations (CMAV)

6.2.1. A CMAV event is an airfield violation caused by aircraft, vehicles, or pedestrians entering the CMA without specific control tower approval. This definition also includes runway incursions.

6.2.2. The Deputy Airfield Manager will immediately notify the 354 OSS/CC, 354 OG/CC, 354 FW/SE and the applicable unit commander and ADPM of CMA violations. Airfield Management will take immediate action to correct a problem or apply interim control measures to prevent further CMA violations.

6.2.3. CMA violations that impact flight operations safety will be reported to 354 FW/SE via AF Form 651, *Hazardous Air Traffic Report*, within 24 hours of violation.

6.2.4. CMA violations that do not impact aircraft operations will be reported to 354 FW/SE via AF Form 457, *USAF Hazard Report*, within 24 hours of violation. The AOF/CC, SE, and Wing ADPM will work as a team to assign all runway incursions an operational category (i.e., Operational Error, Pilot Deviation and Vehicle/Pedestrian). **Note:** 354 FW/SE will process all CMA violations as Class E safety events IAW AFMAN 91-223, Aviation Safety Investigation and Reports. Runway incursions will be assigned an operational category defined in [Attachment 1](#), *Glossary of References and Supporting Information*, for trend analysis. Safety will brief all CMA violations at quarterly Airfield Operations Boards.

6.2.5. The AF IMT 651 and/or AF IMT 457 must include the following information in the narrative section:

6.2.5.1. Individual's information (e.g., rank, job title, organization, TDY, or base assigned).

6.2.5.2. Individual's experience working on or near the airfield and date trained.

6.2.5.3. If individual was authorized on the airfield and/or CMA.

6.2.5.4. If individual completed all training required to operate a vehicle on the airfield.

6.2.5.5. Approximate location where the CMAV occurred (e.g., runway/taxiway intersection, distance from threshold or overrun etc.).

6.2.6. The AFM must maintain AF IMT 651, AF IMT 457 and reports according to records disposition schedule and perform trends analysis.

6.2.7. Drivers who commit CMA violations will report/be escorted to Airfield Management, immediately surrender their AF Form 483 and provide a signed written statement providing specific details regarding the incident.

6.2.8. Airfield Management and 354 FW/SEF will conduct an investigation as to the cause of CMA violations. If drivers are found to be at fault, their airfield driving privileges will be revoked for a minimum of 30 days. At the end of the 30 days revocation, an offending driver's ADPM may reinitiate the airfield drivers training process (IAW this instruction).

6.2.8.1. The unit commander of the individual who committed a runway incursion will be notified that a member of their unit was involved in a CMAV and the incident is under investigation. This notification will be made within 24 hours or the next duty day of the alleged incident, whichever occurs first.

6.2.9. A second CMA violation will result in driving privilege revocation for a minimum of 6 months. The offender's unit commander must submit a written request to the 354 OG/CC for retraining to be accomplished.

6.2.10. A third CMA violation will result in revoked driving privileges for the remainder of the individual's assignment.

6.2.11. All other airfield driving violations will result in the same penalties.

MARK D. KELLY, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFVA 11-240, *Airport Signs and Markings*

AFI 13-213, *Airfield Management*

AFI 24-301, *Vehicle Operations*

AFI 31-204, *Motor Vehicle Traffic Supervision*

AFI 32-1002, *Snow and Ice Control*

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*

AFI 91-204, *Safety Investigations and Reports*

AFJMAN 24-306, *Manual for Wheeled Vehicle Driver*

AFJMAN 36-2108, *Enlisted Classifications*

AFMAN 91-223, *Aviation Safety Investigations and Reports*

AFPD 24-3, *Operation, Maintenance and Use of Transportation, Vehicles and Equipment*

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*

Adopted Forms

AF Form 457, *USAF Hazard Report* (utilized to report CMA violations-AFMAN 91-223)

AF Form 483, *Certificate of Competency* (documents airfield driving certification)

AF Form 651, *Hazardous Air Traffic Report (HATR)* (utilized to report HATR events-AFMAN91-223)

AF Form 847, *Recommendation for Change of Publication* (to refer recommended changes and questions regarding this publication)

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card* (Government Motor Vehicle License-AFI 24-301)

Abbreviations and Acronyms

ABS—Anti-Lock Braking System

ADPM—Airfield Driving Program Manager

AF—Air Force

AFI—Air Force Instruction

AFJMAN—Air Force Joint Manual

AFMAN—Air Force Manual

AFRSAT—Air Force Runway Safety Action Team

AGE—Aircraft Ground Equipment

AFM—Airfield Manager
AM—Airfield Management
AOB—Airfield Operations Board
AOF—Airfield Operations Flight
ATC—Air Traffic Control
CBT—Computer-Based Training
CC—Commander
CEF—Fire Department (354 CES/CEF)
CES—Civil Engineer Squadron (354 CES)
CMA—Controlled Movement Area
CP—Command Post (354 FW/CP)
DAFM—Deputy Airfield Manager
DoD—Department of Defense
ECP—Entry Control Point
FOD—Foreign Object Damage
FW—Fighter Wing (354 FW)
GLV—Government Leased Vehicle
GOV—Government-Owned Vehicle
HATR—Hazardous Air Traffic Report
IAW—In Accordance With
IFR—Instrument Flight Rules
ILS—Instrument Landing System
INST—Instrument or Instrument Hold Line
LOP—Local Operating Procedure
MDG—Medical Group (354 MDG)
OE—Operational Error
OG—Operations Group (354 OG)
OSS—Operation Support Squadron (354 OSS)
OSAM—Airfield Management Operations (354 OSS/OSAM)
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PD—Pilot Deviation

POV—Privately Owned Vehicle

SAV—Staff Assistance Visit

SE—Safety (354 FW/SE)

SFS—Security Forces Squadron (354 SFS)

SOCC—Security Operations Control Center

TDY—Temporary Duty

TO—Technical Order

VCO—Vehicle Control Officer

VFR—Visual Flight Rules

V/PD—Vehicle/Pedestrian Deviation

Terms

Airfield: All areas, to include facilities, pavements, and grounds, prepared to support aircraft operations. i.e., runway, overruns, taxiways, taxilanes, tow—ways, aprons, and hardstands.

Airfield Authorized Drivers:—Personnel who have been trained and certified and have an AF Form 483 for Eielson AFB AK. Driving will be in the performance of official duties.

Airfield Entry Point:—Access roads/points that may be used to enter the airfield.

Apron:—Pavement used to park and service aircraft.

Controlled Movement Area: CMA includes the runway, and 150 feet of all areas adjacent to the runway edges. Access to the CMA is limited to mission essential operations only. All vehicles or personnel will establish two—way radio contact with control tower and receive approval from control tower before entering any portion of the CMA.

Emergency Vehicles:—Vehicles equipped with rotating beacons that respond to aircraft or airfield emergencies; 354 CES/CEF (Fire Department), Medic Ambulance, AM, Barrier Maintenance, Crash Recovery, SFS, mobile Emergency Operations Center, etc.

Hammerhead:—Area of expanded pavement where Taxiway Alpha and Echo lead to the runway.

Instrument Landing System (ILS) Critical Areas:—Areas at both ends of the runway that must be protected when an aircraft is on final approach, to ensure the integrity of the ILS signal.

Mobile Obstacle:—Vehicles, AGE, MHE, etc.

Parked Vehicle:—Vehicle that is stopped without an operator at the controls.

Runway:—Designated Runway 14 and Runway 32, used for the arrival and departure of aircraft.

Runway Incursion: Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing

and take—off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. These are further classified into three operational categories:

Operational Error (OE):—A failure of the air traffic control system that results in loss of separation.

Pilot Deviation (PD):—Action of a pilot resulting in the violation of ATC instructions, AFI's and/or Federal Aviation Regulations.

Vehicle/Pedestrian Deviation (V/PD): An entry or movement on the CMA by a vehicle (including aircraft operated by non—pilots) or pedestrian not authorized by ATC.

Taxiways:—Used for aircraft transit between parking aprons and the runway.

Taxilanes:—Taxi paths on aprons for aircraft to taxi to/from parking spots.

Attachment 2

**UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S)
APPOINTMENT LETTER**

Figure A2.1. Unit Airfield Driving Program Manager And Trainer(S) Appointment Letter

MEMORANDUM FOR 354 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

1. The following individuals are appointed as unit Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have received training IAW AFI 13-213 and the 354 FWI 13-213. Both ADPM and Alt ADPM are qualified to drive on the airfield, have the authority to certify personnel are and will ensure completion and tracking of all airfield drivers training for unit assigned and TDY personnel.

NAME/Email	OFFICE SYM	DP	483 # _____
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PRIMARY:

MSgt Ann B. Smith Email: Ann.Smith@us.af.mil	OSAA	XXX-XXXX	BLK#####
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ALTERNATE:

TSgt John E. Doe Email: John.Doe@us.af.mil	OSAA	XXX-XXXX	BLK#####
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2. The following individuals are appointed as Airfield Driving Program Trainers:

NAME/Email	OFFICE SYM	DP	483 # _____
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TSgt Jane C. Davis Email: Jane.Davis@us.af.mil	OSAA	XXX-XXXX	BLK#####
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SSgt Michael Johnson Email: Michael.Johnson@us.af.mil	OSAA	XXX-XXXX	BLK#####
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3. This letter supersedes all previous letters, same subject.

XXXX X. XXXXX, (Rank), USAF
Commander

Attachment 3

UNIT ADPM TRAINING CHECKLIST

Figure A3.1. Unit ADPM Training Checklist

UNIT ADPM TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by Trainee and Wing ADPM)</i>			
	Date Completed	Trainee Initials	Wing ADPM
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, <i>Manual for the Wheeled Vehicle Operator</i> .			
4.2. AFOSHSTD 91-100, <i>Aircraft Flightline – Ground Operations and Activities</i> , Chapter 6.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AFI 48-123, <i>Medical Examinations and Standards for additional information</i> .			
7. Airfield Driver's training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures			
12. TDY personnel/non-based assigned contractors			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an			
15. Participate with the Unit ADPM on an actual training session and practical check ride.			
16. AF IMT483 CERTIFICATE #		STAMP:	

SECTION III – TRAINING CERTIFICATION (<i>Completed by the Trainee and Wing ADPM or designated representative</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with 354 FWI 13-213 <i>Airfield Driving</i> .			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 4

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

Figure A4.1. Unit Airfield Driver Program Self Inspection Checklist

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
SECTION I – GENERAL INFORMATION <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
Unit	Office Symbol or Company Name		Date:
SECTION II – INSPECTION ITEMS <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
	Yes	No	Not Applicable
1. Unit Commander.			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
1.5. Is the unit commander notified when individuals commit a violation?			
1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?			
1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
2. Unit Airfield Driving Program (ADPM) Manager.			
2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			

2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
3. TDY personnel/non-base assigned Contractors.			
3.1. Are TDY personnel/non-base assigned contractors driving credentials verified (do TDY personnel/non-base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			
3.2. Are TDY personnel trained on driving requirements in accordance with the local driving instruction?			
4. Training.			
4.1. Are potential airfield drivers receiving classroom training?			
4.2. Are potential airfield drivers receiving practical day and night airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night driving test?			
4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
4.6. Are drivers receiving annual refresher training within the established time lines?			
4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?			

4.8. Are trainees administered a General Knowledge Test?			
4.9. Are trainees administered a Runway Incursion Prevention Test?			
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio —read back requirement? (A random interview of unit vehicle operators may be conducted.)			
5. Miscellaneous.			
5.1. Is FAA Form 5280-7/AFVA 11 -240, <i>Airfield Visual Aid Safety Placard</i> , available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit's Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with infrared red lights/roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
SECTION III – COMMENTS/NOTES <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
SECTION IV – CERTIFICATION <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
UNIT ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 5

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

Figure A5.1. Airfield Driving Training Documentation and Certification Checklist

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee and Unit Trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Trainee possesses a valid <i>(List State of Issue)</i> Driver's License <i>(List Restrictions)</i> .			
2. Trainee possesses a valid Government Driver's License. (as applicable)			
3. USAF Airfield Driving Computer Base Training. [Score:]			
4. Airfield Driver Training Classroom.			
5. Airfield Driving Qualification Training Checklist/ Curriculum.			
6. Practical Day Airfield Driver Familiarization Training.			
7. Practical Night Airfield Driver Familiarization Training as applicable.			
8. Practical Driving Test. Includes day and night (as applicable)			
9. Communications Test. Min 100%			
10. Airfield Diagram/Layout Test. Min 100%			
11. General Knowledge Test (Written). Min 80%			
12. Runway Incursion Prevention Test. Min 100%			

SECTION III – Color Vision Test for CMA drivers only. <i>(Completed by Hospital/Medical Treatment Facility Optometry For)</i>			
Check applicable.			
<ul style="list-style-type: none"> • Normal Color Vision. • Color Blind/Deficient. 			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION IV – TRAINER CERTIFICATION <i>(Completed by Authorized Airfield Driving Training Instructor)</i>			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
SECTION V – TRAINEE ACKNOWLEDGEMENT <i>(Completed by Trainee)</i>			
I have received and completed all of the above training requirements and will comply with the 354 FWI 13-213 <i>Airfield Driving</i> . I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
SECTION VI – UNIT CERTIFICATION <i>(Completed by Unit Commander or Unit ADPM)</i>			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at Eielson AFB. Check all applicable restrictions and or special access.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (<i>Specify</i>)			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION VII – AIRFIELD DRIVING AUTHORIZATION <i>(Completed by the Wing ADPM or designated representative)</i>			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF IMT483 CERTIFICATE #	
Name (Last, First, MI):	Grade:	Signature:	Date:

Attachment 6

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)**Figure A6.1. Airfield Driving Qualification Training Checklist (Curriculum)**

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM)</i>				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
	Date Completed	Trainee's Initials	Trainer's Initials	Not Available (N/A)
1. Definitions and terms. Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.				
1.1. Runway				
1.2. Controlled Movement Area (CMA)				
1.3. Controlled Movement Area Violation (CMAV)				
1.4. Runway Incursion				
1.5. Taxiway				
1.6. Ramp/Apron				
1.7. Foreign Object Damage (FOD) control/prevention				
1.8. Overrun				
1.9. Taxilane				
1.10. Light Gun				
1.11. Jet Blast				
1.12. Vehicle Service Road				
1.13. Hot Cargo Area				
1.14. Arm/De-Arm Area				
1.15. Aircraft Arresting Gear				
1.16. ILS Critical Area				
1.17. Mandatory Sign				
1.18. Informational Sign				
1.19. Emergency Response Vehicle				
1.20. Circle of Safety				
1.21. Restricted Area				
1.22. Entry Control Point				
1.23. Fixed/Mobile Obstacle				
1.24. Airfield Management				

1.25. Air Traffic Control Tower (ATCT)				
2. Vehicle operator requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.				
2.1. Use of vehicle lighting (e.g., Daytime Running, Rotating/IR beacons, hazard/emergency flashers).				
2.2. Procedures for reporting an accident or vehicle maintenance problems.				
2.3. Vehicle parking and chocking requirements.				
2.4. Use of perimeter and infield roadways.				
2.5. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.				
2.6. Speed limits for vehicles operating on an apron/ramp and taxiway.				
2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft.				
2.8. Procedures for reporting and removing FOD.				
2.9. Restricted visibility and/or night driving.				
2.10. Procedures for operating bicycles, tricycles, etc. on the airfield.				
2.11. Use of traction control devices as applicable.				
2.12. Emergency Response Vehicle requirements.				
2.13. Vehicle Escort/Convoy Driving procedures as applicable.				
3. Aircraft Operations. Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.				
3.1. Right of Way.				
3.2. Taxiing.				
3.3. Jet Blast safety requirements.				
4. Practical Day and Night (as applicable) Airfield Familiarization Training. Training Objective: Must be knowledgeable of the airfield environment. At a minimum, demonstrate the ability to operate a vehicle to and from their designated work areas.				

5. Local Airfield Basics. Training Objective: Must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following airfield lighting:				
5.1.1. Runway.				
5.1.1.1. Edge Lights.				
5.1.1.2. Approach Lights.				
5.1.2. Taxiway.				
5.1.2.1. Edge Lights.				
5.1.2.2. Centerline Lights.	N/A	N/A	N/A	N/A
5.1.2.3. Guard Lights (as applicable).	N/A	N/A	N/A	N/A
5.2. Familiarize trainee with the following airfield signage:				
5.2.1. Runway Hold Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area Sign. (Twy E)				
5.2.4. Direction Sign.				
5.2.5. Distance Remaining Sign.				
5.3. Familiarize trainee with the following airfield markings.				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.				
5.3.5. Non-Movement Area Boundary Marking as applicable.				
5.3.6. Non Standard Airfield Markings as applicable.				
5.3.7. Aircraft Arresting Gear Marking as applicable.				
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				

5.6. Familiarize trainee with the location of Free Zones as applicable.				
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques.				
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				
5.9. Familiarize trainee with the location and use of traffic control devices.				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.11. Familiarize trainee with runway(s) configuration (e.g., dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g., dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots (Twy E and Loop intersection)				
5.16. Identify Smoking Areas as applicable.				
6. Communications. Training Objective: Must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots. (Loop)				
7. Other.				
7.1. Review 354 FWI 13-213, <i>Airfield Driving</i> .				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. Note: Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.				

7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. Note: Required for all personnel that require access on or across the runway.					
SECTION III – TRAINING CERTIFICATION <i>(Completed by the Trainee, Unit ADPM and Wing ADPM)</i>					
TRAINEE					
I have received and completed all of the above training requirements and will comply with the 354 FWI 13-213 <i>Airfield Driving</i> . I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement area without approval from the Air Traffic Control Tower (ATCT).					
Name (Last, First, MI):		Rank, Civilian Grade or equivalent:		Signature: Date:	
UNIT ADPM					
I certify that the above individual has completed all local training requirements outlined in 354 FWI 13-213, <i>Airfield Driving</i> . Check all applicable restrictions.					
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (<i>Specify</i>)					
Name (Last, First, MI):		Rank, Civilian Grade or equivalent:		Signature: Date:	
WING ADPM or designated representative (<i>as required</i>)					
Name (Last, First, MI):					

Attachment 7

PRACTICAL AIRFIELD DRIVING EXAM CHECKLIST**Figure A7.1. Practical Airfield Driving Exam Checklist****NAME/RANK of trainee:****DATE/TIME COMPLETED:**

ADPM/trainer will initial on the blanks provided when trainee satisfactorily performs each task during PRACTICAL EXAM ONLY. DO NOT initial during day/night orientations! This checklist shall only be utilized as a GUIDE during day/night orientations. ADPM/trainer and trainee will sign/date below when practical exam is completed and passed. Trainee must drive vehicle and perform ALL tasks satisfactorily. File this form with the airfield driver's certification checklist and CBT score sheets.

1. Demonstrate proper vehicle FOD inspection and rollover check _____
2. Explain various airfield speed limits (general purpose, special purpose, towing AGE) _____
3. Explain airfield traffic flow on ramps and taxiways (identify vehicle traffic lane) _____
4. Explain right of way procedures (taxiing aircraft, emergency vehicles, pedestrians) _____
5. Identify location of Runway 32/14 _____
6. Identify CMA and demonstrate entry procedures (include proper phraseology) _____
7. Identify runway hold lines _____
8. Identify runway hold signs _____
9. Explain tower light gun signals (flashing red, steady red, steady green, alternating red/green) _____
10. Explain runway intrusions and consequences _____
11. Identify taxiways (A, B, C, D, E, F, G, Loop) _____
12. Identify live ordnance loading area (back Loop) _____
13. Identify South ramp, Oscar row, Lima row, red carpet, P/Q & S/R ramp _____
14. Identify Tanker row, North Bays, 18th AGRS ramp, control tower _____
15. Identify ILS/runway clear zone traffic lights on south perimeter road _____
16. Explain vehicle breakdown procedures _____
17. Explain airfield parking/chocking procedures _____
18. Identify jet blast danger areas and safe distance requirements _____
19. Identify taxiway informational signs (yellow letters/black background) _____
20. Identify taxiway directional signs (black letters/yellow background) _____

Trainee Sign/Date: _____

ADPM/trainer Sign/Date: _____

Attachment 8

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

Figure A8.1. TDY Personnel/Non-Base Assigned Contractors Training Checklist

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM or Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee, Unit ADPM or designated Trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory and informational airfield signs. Provide examples of each			
2. Explain the different types of airfield markings (e.g., runway, taxiway, apron/ramp). Provide examples of each.			
3. Explain the different types of airfield lighting systems (e.g., runway, taxiway, apron/ramp). Provide examples of each.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramp and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient aircraft.			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			

14. Identify all Control Movement Area boundaries.			
15. Identify free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for night driving, reduced visibility and inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicle maintenance problems.			
SECTION III – TRAINING CERTIFICATION (<i>Completed by Trainee, Unit ADPM and Wing ADPM as required</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with the 354 FWI 13-213, <i>Airfield Driving</i> . I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in 354 FWI 13-213, <i>Airfield Driving</i> . Check all applicable restrictions.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (<i>Specify</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative (<i>as required</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 9

PHEONETIC ALPHABET

Figure A9.1. PHEONETIC ALPHABET

A	Alpha	AL-FAH	N	November	NO-VEM-BER
B	Bravo	BRAH-VOH	O	Oscar	OSS-KAH
C	Charlie	CHAR-LEE	P	Papa	PAH-PAH
D	Delta	DELL-TAH	Q	Quebec	KEH-BECK
E	Echo	ECK-OH	R	Romeo	ROW-ME-OH
F	Foxtrot	FOKS-TROT	S	Sierra	SEE-AIR-RAH
G	Golf	GOLF	T	Tango	TANG-GO
H	Hotel	HOH-TEL	U	Uniform	YOU-NEE-FORM
I	India	IN-DEE-AH	V	Victor	VIK-THE
J	Juliett	JEW-LEE-ETT	W	Whiskey	WISS-KEY
K	Kilo	KEY-LOH	X	X-ray	ECKS-RAY
L	Lima	LEE-MAH	Y	Yankee	YANG-KEY
M	Mike	MIKE	Z	Zulu	ZOO-LOO
1	One	WUN	6	Six	SIX
2	Two	TOO	7	Seven	SEV-EN
3	Three	TREE	8	Eight	AIT
4	Four	FOW-ER	9	Nine	NIN-ER
5	Five	FIFE	0	Zero	ZEE-RO

Attachment 10

EIELSON AFB AIRFIELD DIAGRAM

Figure A10.1. Eielson AFB Airfield Diagram 1

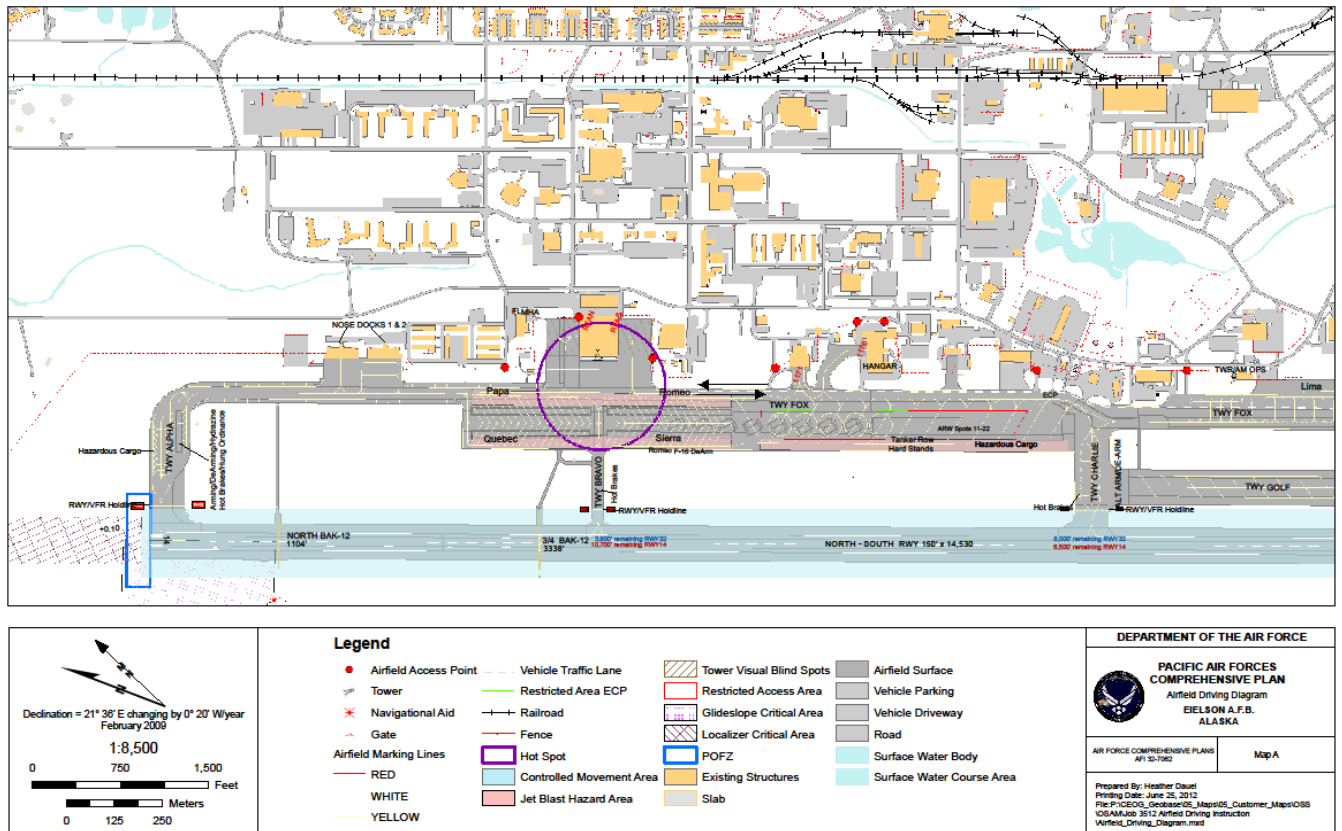
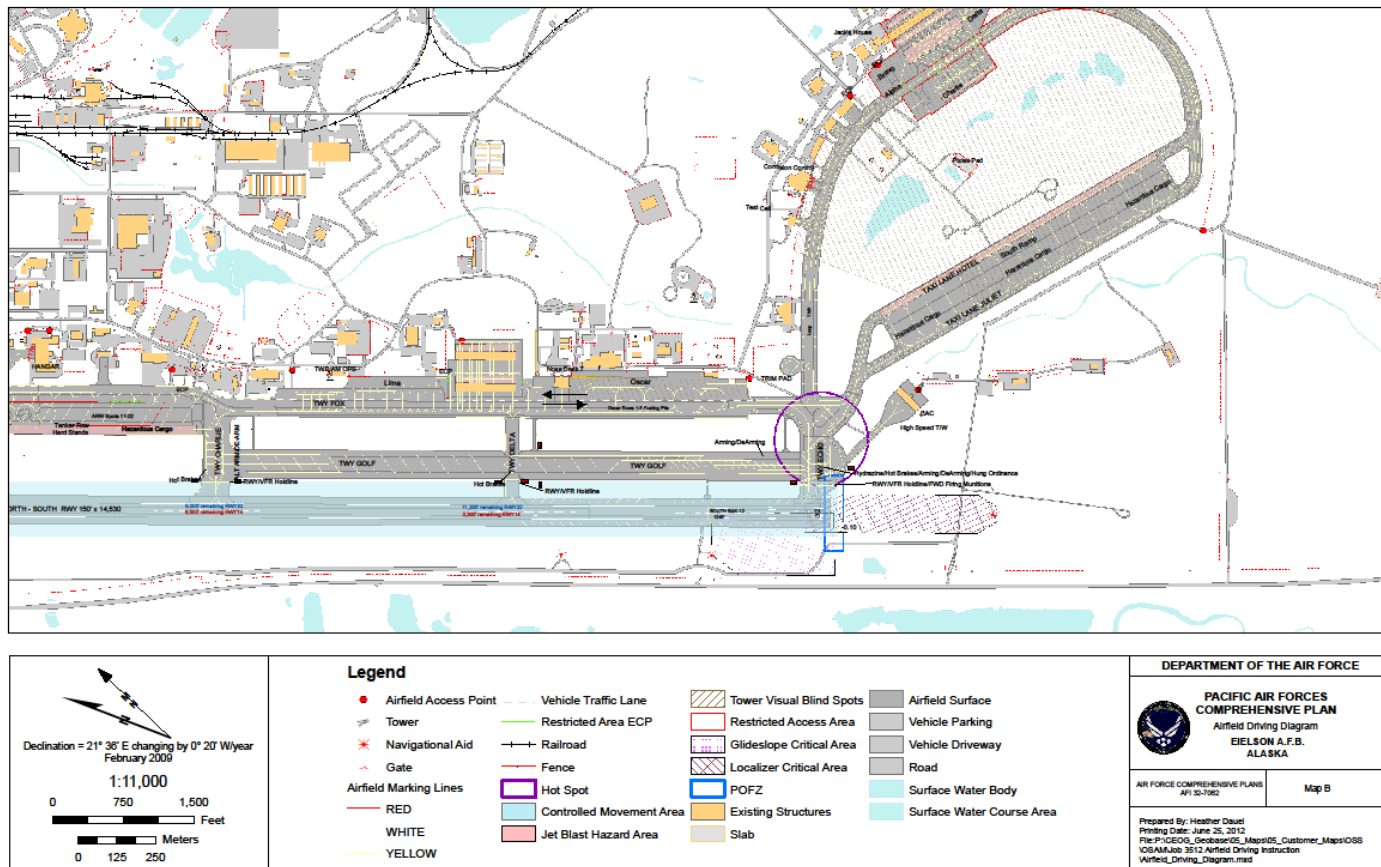


Figure A10.2. Eielson AFB Airfield Diagram 2



Attachment 11

VEHICLE CALLSIGN LISTING

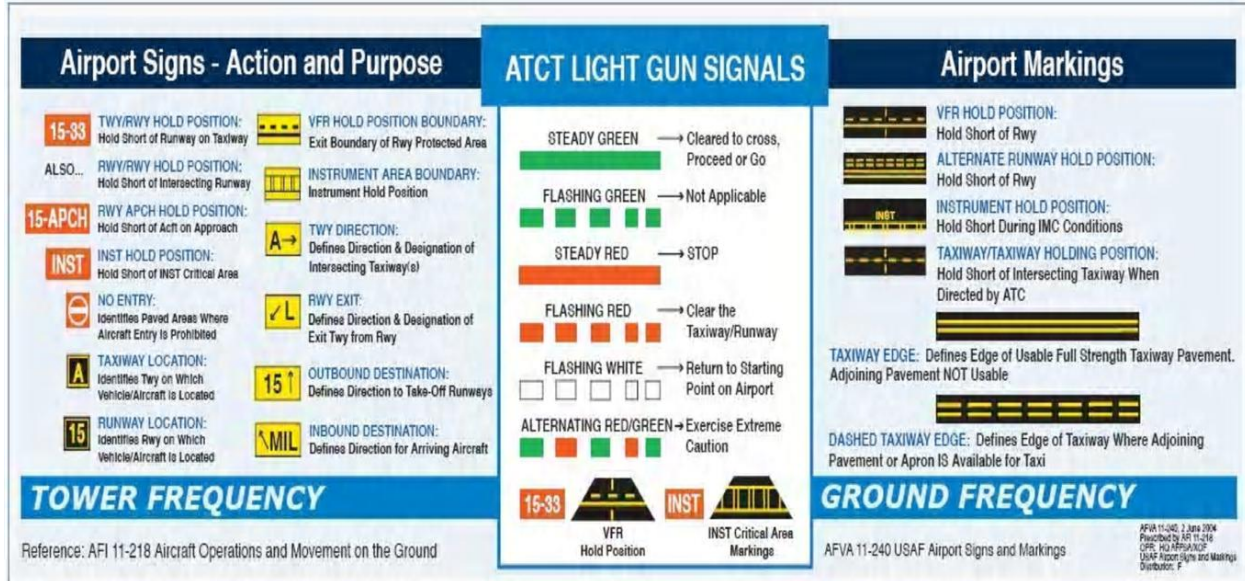
Figure A11.1. VEHICLE CALLSIGN LISTING

ICEMAN 1	Fighter Wing Commander
ICEMAN 2	Fighter Wing Vice Commander
ICEMAN 3	Operations Group Commander
ICEMAN 3A	Operations Group Deputy Commander
ICEMAN 4	Maintenance Group Commander
ICEMAN 4A	Maintenance Group Deputy Commander
ICEMAN 5	Mission Support Group Commander
ICEMAN 5A	Mission Support Group Deputy Commander
ICEMAN 6	Medical Group Commander
ICEMAN 6A	Medical Group Deputy Commander
ICEMAN CHIEF	Fighter Wing Command Chief
IGLOO 1	Fighter Wing Command Post
IGLOO 2	Fighter Wing Command Post Deputy
RAVEN 1	Wing Executive Officer
FOX 1	18th Aggressor Squadron Commander
CHIEF 1	Fire Chief or Deputy Fire Chief
CHIEF 2	Assistant Fire Chief of Operations
ICEMAN 10	Medical Group Ops Squadron Commander
PANTHER 1	353d Combat Training Squadron Commander
HUSKY 1	354th Operations Support Squadron Commander
HUSKY 2	354th Operations Support Squadron Operations Officer
RAVEN 2	Wing Admin
CHARLIE 1	Protocol Officer
CHARLIE 2	Protocol NCO
SOURDOUGH	Supervisor of Flying
OPS 1	Airfield Operations Flight Commander
Airfield 1	Airfield Manager
Airfield 2	Deputy Airfield Manager
Airfield 3	Airfield Management Operations Personnel
BARRIER 1-4	Aircraft Arresting System Maintenance
POWER PRO 1-4	Generator Crews
AIRFIELD LIGHTING 1-4	Airfield Lighting
SNOW 1	Snow Control Officer
SNOW 2	Superintendent, Pavements and Grounds
SNOW 3	Runway Snow Control Vehicle
SNOW 4	Snow Control Shift Supervisor
SNOW 5-7	Reserved
SAFETY 1	Chief of Safety
SAFETY 2	Flight Safety Officer
SAFETY 3	Flight Safety NCO
SAFETY 4	Ground Safety
SAFETY 5	Weapons Safety
SAFETY 6	Safety Office
AMMO	Munitions movement on the airfield
TA 1-5	Transient Alert / "Follow Me" Trucks
CAV 1-4	Passenger and Cargo movement vehicles
AIRFIELD SYSTEMS	Comm. Sq NAVAID maintenance

Attachment 12

AFVA 11-240, AIRPORT SIGNS AND MARKINGS

Figure A12.1. Airport Signs and Markings



Attachment 13**SAMPLE MFR FOR SUSPENSION/REVOCATION OF AIRFIELD DRIVING PRIVILEGES****Figure A13.1. Sample MFR for Suspension/Revocation of Airfield Driving Privileges**

MEMORANDUM FOR 354 OSS/OSAM

FROM: (Driver's Unit)

SUBJECT: Suspension/Revocation of Airfield Driving Privileges for (driver's rank and name)

1. As of (date) airfield driving privileges for (driver's rank and name) have been suspended/revoked for a period of (state duration, if not indefinitely).
2. (State when, where, and conditions upon which the airfield driving privileges were revoked)
3. If airfield driving privileges are required in the future, (driver's rank and name) will be re-entered into airfield drivers training no earlier than (date of suspension/revocation)

NAME, rank, USAF
(Unit ADPM or Commander)

Attachment 14

SAMPLE MFR FOR REQUESTING REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES**Figure A14.1. Sample MFR for Requesting Reinstatement of Airfield Driving Privileges**

MEMORANDUM FOR (Approving authority. **NOTE:** Reinstatement of airfield driving privileges after loss of base driving privileges requires Wing/CC approval IAW AFI 13-213)

FROM: (Driver's Unit)

SUBJECT: Request Reinstatement of Airfield Driving Privileges for (driver's rank and name)

1. (State when, where, and conditions upon which the airfield driving privileges were revoked)
2. I certify that (driver's rank and name) has met the mandated suspension/revocation period and complete re-training has been accomplished, and am requesting reinstatement of airfield driving privileges.
3. (State justification, if requesting a waiver to the suspension/revocation period.)

NAME, rank, USAF
Commander

Attachment 15

SAMPLE MFR FOR POV/GLV AIRFIELD PASS REQUEST

Figure A15.1. Sample MFR for POV/GLV Airfield Pass Request

MEMORANDUM FOR 354 OSS/OSAM	(Date)
FROM: (Unit or Company)	
SUBJECT: Request for personally owned vehicle (POV), or government leased vehicle (GLV) pass to operate on Eielson airfield. (Delete the non-applicable one)	
1. Request POV/GLV (Delete the non-applicable one) airfield pass for: Owner/User: Organization: Vehicle Make, Model, Year, Color, and License/State: Pass/Permit number: (issued by Airfield Management) Area of Operation(s)/location: Justification: Effective period/dates:	
2. I understand that any vehicle misconduct, abuse of airfield facilities, or deviation from the airfield driver's briefing received from Airfield Management will result in revocation of any POV/GLV passes issued.	
(NAME, rank or position, USAF or company) (Commander or company representative)	